

TOWN OF WILBRAHAM

Building Department

596-2834



**240 Springfield Street
Wilbraham, MA 01095**

**PROCEDURES and APPLICATION
PERMIT FOR TENTS and TEMPORARY STRUCTURES**

SECTION 1: GENERAL

A special permit for tents shall be obtained from the Building Inspector whenever such tent is to be used in conjunction with public events. All tents shall be constructed so as to conform with all applicable federal, state and local laws and regulations.

SECTION 2: DEFINITION

Tent: A structure of canvas or other fabric supported by poles, metal or wooden frames, ropes or wire cables, or any combination thereof.

SECTION 3: CONDITIONS OF PERMIT

A special permit for tents may be granted by the Building Inspector for a period not to exceed 90 days provided that such tent is constructed in conformance with the Massachusetts State Building Code and the regulations issued by the Office of the State Fire Marshall (527 CMR 1900; Massachusetts General Laws, Chapter 148, Section 28).

SECTION 4: APPLICATION FOR PERMIT PROCESS

Anyone wishing to obtain a special permit for the use of a tent must submit a completed application (available in the Building Department) at least seven (7) days prior to the construction of the tent. The application must be reviewed and approved by the Fire Chief or his designee prior to final approval by the Building Inspector.

SECTION 5: FEES

There will be a fee of \$35.00 per inspection.

APPLICATION FOR TENT or TEMPORARY STRUCTURE
To be submitted to the Building Department

Name of Organization: _____

Contact (name of responsible party): _____

Address: _____

Location where tent or structure is to be erected: _____

Dates of use: _____

For what purpose is the tent or temporary structure to be used? _____

Number and type of cooking appliances, if any: _____

Number and type of fire extinguishers on hand at location: _____

Number and type of lighting used at location: _____

Number and type of seating: _____ Capacity: _____

☐ chairs ☐ bleachers

Number and size of exits: _____

Type of construction (poles, ropes, etc.): _____

Materials: _____

Tent certification number (copy of certification must accompany application): _____

Signature of applicant (responsible party)

date

☐ APPROVED ☐ DISAPPROVED

Date: _____ Fire Chief: _____

☐ APPROVED ☐ DISAPPROVED

Date: _____ Building Inspector: _____